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Approved For Release 2001/08/07 : CIA-RDP78-07181R000200010015-0

24 February 1972

MEMORANDUM FOR THE RECORD

PROJECT: STAFFING

SUBJECT: Staffing System Conversion

REFERENCE: Staffing Conversion No. 40 re special computer program to allow for the input of the new data items (Location Code, Supervisor Code, Emergency Relocation Code and Title Suffix).

Staffing Conversion Request No. 40 was completed on 24 Feb 1972. The January 1972 T/O Master was updated via a computer program written by Personnel Systems Branch/OCS, with the transactions coded by Statistical Reporting Branch/OP with data supplied by Position Management and Compensation Division/OP.

The following totals were accumulated during this process:

1. Total Records on the T/O January T/O Master (including the final total message)
2. Total Position Records on the Jan T/O Master
3. Total transactions input for this conversion requirement
4. Total Location Codes input on the transactions
5. Total Emergency Relocation Codes input on the transactions
6. Total Supervisor Codes input on the transactions
7. Total Title Suffixes input on the transactions

25X9

0

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- | | |
|---|-----------------|
| 8. Total 'Good' transactions input that affected
an update of one or more of the items on a
position record | 5,818 |
| 9. Total Error transactions, where the Control
No. or Position Number did not match those
on the T/O Master | 11 |
| 10. Total records, other then positions, that are
on the January 72 T/O Master (includes Organ-
ization records, Pending Reassignment, Devel-
opment Complement, etc.) | [REDACTED] 25X9 |

25X9

[REDACTED]

25X1A

Systems Analyst
OCS/SIPS Task Force

Distribution:

Orig - Staffing Proj
1 - OP/DD PERS-P&C
1 - OP/PMCD
1 - OP/SRB
1 - Ch/PSB/OCS

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STAFFING SYSTEM CONVERSION REQUIREMENTSCONVERSION NUMBER 41

REQUIREMENTS:

Investigate the possibility of producing the Agency's Occupational Code Handbook by Printing Services Division for the EPIC Computer System. It has should save considerable man hours in the future by eliminating the complete retying of the book.

REMARKS:

1. PHED/PD is currently retying ~~the~~ handbook every three years to provide a complete update to customers. The handbook contains approx 320 (8x11 1/2") pages.

STATINTL.

2. Talked to [REDACTED] in OCS/MSD/PD feasibility of producing the handbook via this system. He indicated it could be done.

3. Arranged for PHED/PD to meet with PSD/PD re contracting a firm requirement.

4. As of Feb 1972, PHED/PD has given the requirement to PSD/PD and has also started to input the data. It is expected that the handbook will be printed approx June 1972.

RESPONSIBLE COMPONENT

: [REDACTED] Staffing Project & PHED/PD

REQUESTED DATE

: Oct 1971

REQUESTED COMPLETION DATE:

: June 1972

COMPLETION DATE

:

STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUMBER

42.

REQUIREMENTS:

REQUIREMENTS: Investigate possibility of changing the current Sub-Category Codes from A, B, C, D, E to ...
P = Professional, C = Clerical, T = Technical, W = Wage Board
which will have more meaning to the users.

STATINTL

REMARKS:

- RKS: 1. 29 Mar 72 discussed above
who thought would clarify the
~~copy~~
2. 10 Mar 72 ~~copy~~ copy of memo. Hovey
memo. Drafted, suggesting the above
will incorporate the new codes in
the new revision of the Agency's
Occupational Code Branch Book.

RESPONSIBLE COMPONENT

Staffing & Price

REQUES TED DATE

9. Mai 1992

REQUESTED COMPLETION DATE:

...and the world will be at peace.

COMPLETION DATE

100

STAFFING SYSTEM CONVERSION REQUIREMENTSCONVERSION NUMBER 43

REQUIREMENTS:

Design an input form to permit
 the immediate input to the current system of
 a security classification code on approximately
 3,000 to 4,000 selected positions on the
31 May 1972 T/O master

REMARKS:
 1. The form should permit identification of
 the Position Control Number, Position Number, and
 a one character (T, S, or C) security classification code.
 2. Upon completion send copies to SRB/OP
 for the coding of the selected positions.

Note: Reference attached for copy of the
 form that was designed.

RESPONSIBLE COMPONENT

REQUESTED DATE

REQUESTED COMPLETION DATE:

COMPLETION DATE

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CONVERSION SPECIFICATIONS

PROJECT	SYSTEM	PREPARED BY	DATE	CONVERSION NO.
STAFFING & POLAND	STAFFING		7/12/72	44
REQUIREMENTS / SPECIFICATIONS			STATINTL	

Write the necessary computer programs to convert the Table of Organization (T/O) Master in accordance with the conversion specifications defined in the attached book.

In addition to the conversion specifications defined for the four (4) types of records being converted (1. Organization; 2. Position; 3. Organization Language; and 4. Position Language) -- all editing defined on the associated new Record Format Descriptions (Form 2968) for each data item should be accomplished in the conversion programs.

(SEE ATTACHMENTS)

DATA ITEMS / ATTRIBUTES		USE DICTIONARY (FILE NAME)	YES	NO
OLD	NEW			
(Reference attached specifications)		(Reference attached specifications)	MANUAL CODING	ED
			KEY PUNCHING	
			EAM PROCESSING	
			PROGRAM REQUIRE	
			PROGRAM NO. & XML	
			RESPONSIBLE COMPONENT(S)	
			HRS Conversion Team	

Reference: Staffing Conversion Number 44 (Converting the T/O Master)

The one and only copy of the specifications for converting the T/O Master was turned over to the conversion team this date. It contained the following specifications:

1. Functional flow of the 8 programs that should be written to convert the T/O Master.
2. Specifications for the types of current T/O records that will be converted.
3. Specifications for the types of current T/O records that will not be converted.
4. Logical Processing for assignment of Record Identifiers.
5. Specifications for Organizational Records that should be computer generated each time a level 2, 3, or 4 Org record is converted.
6. Specifications for converting Postion Records.
7. Specifications for converting Position Language Records.
8. Specifications for converting Organizational Records.
9. Specifications for converting Organizational Language Records.
10. Records Format Descriptions (Form 2968's) for each data item in each of the proposed new data lists indicated below:
 - a. Postion 'active' file.
 - b. Postion Language 'active' file.
 - c. Organization 'active' file.
 - d. Organization Language 'active' file.
11. Conversion Record Layouts , containing old and new data, for each type of record that is being converted.
12. Conversion dictionaries that should be established.
13. Record Layouts, Form 2968's, and File Information Sheet defining the current T/O Master.

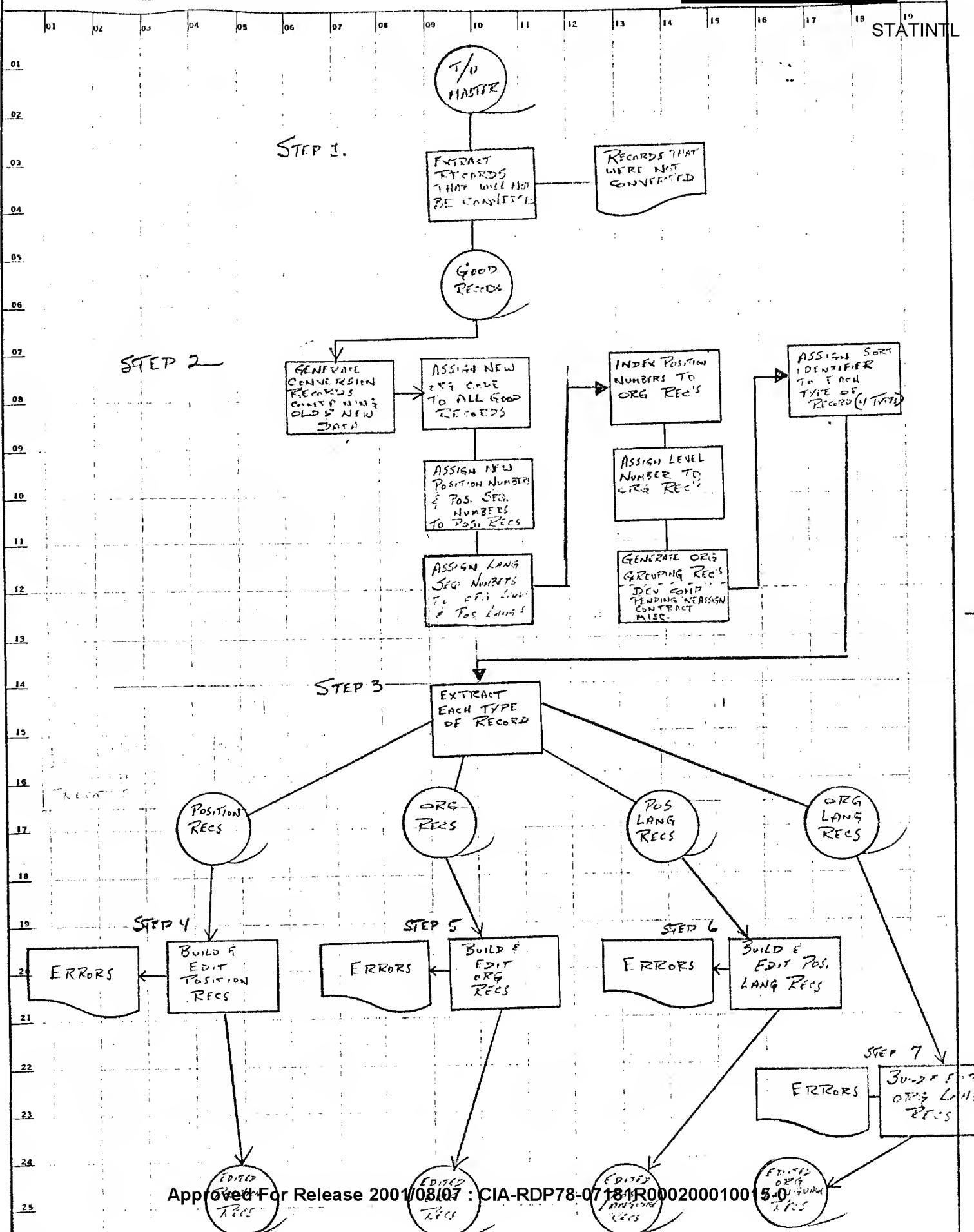
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Procedure Conversion # 44

Drawn By _____

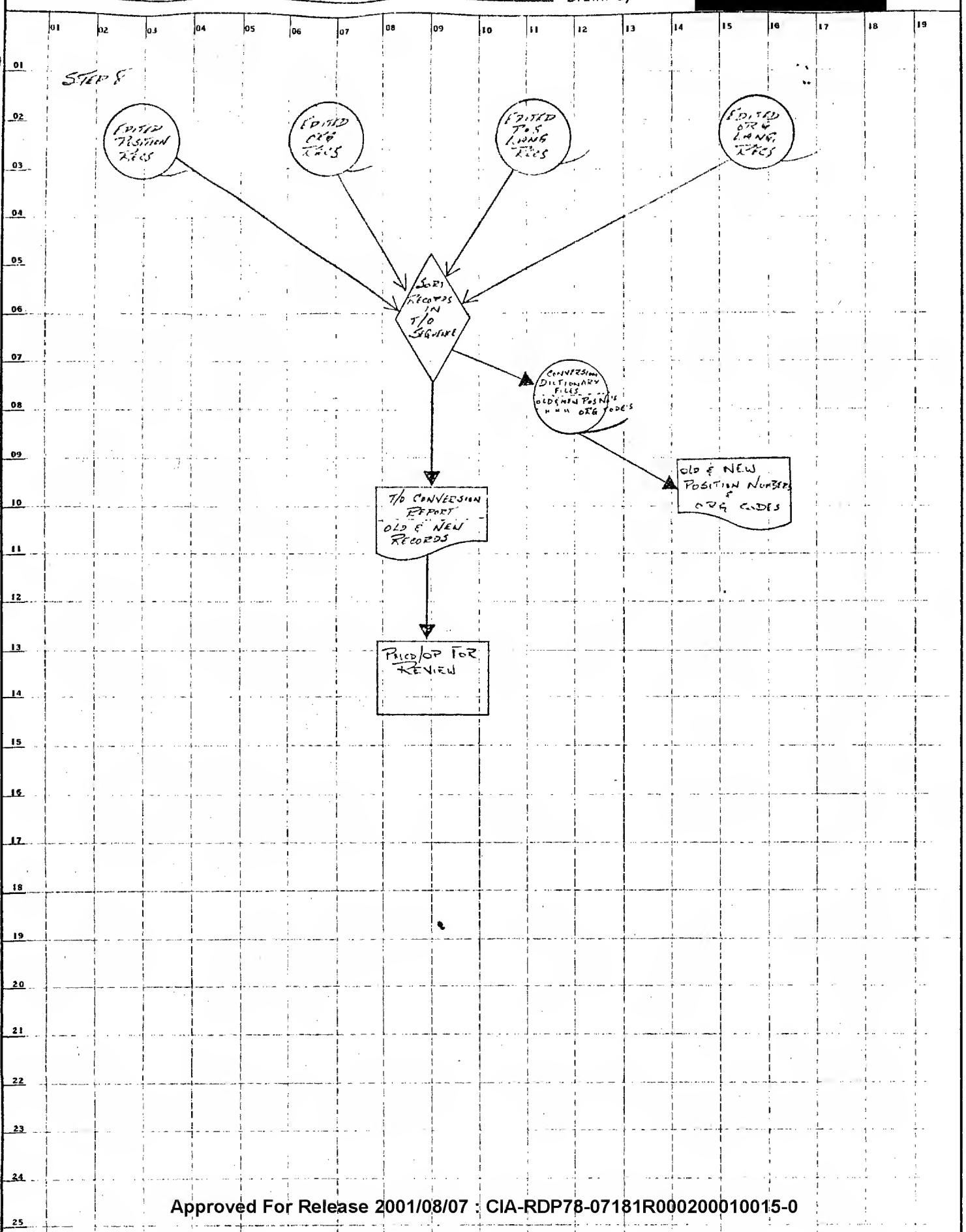
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IBM DIAGRAMMING AND CHARTING WORKS

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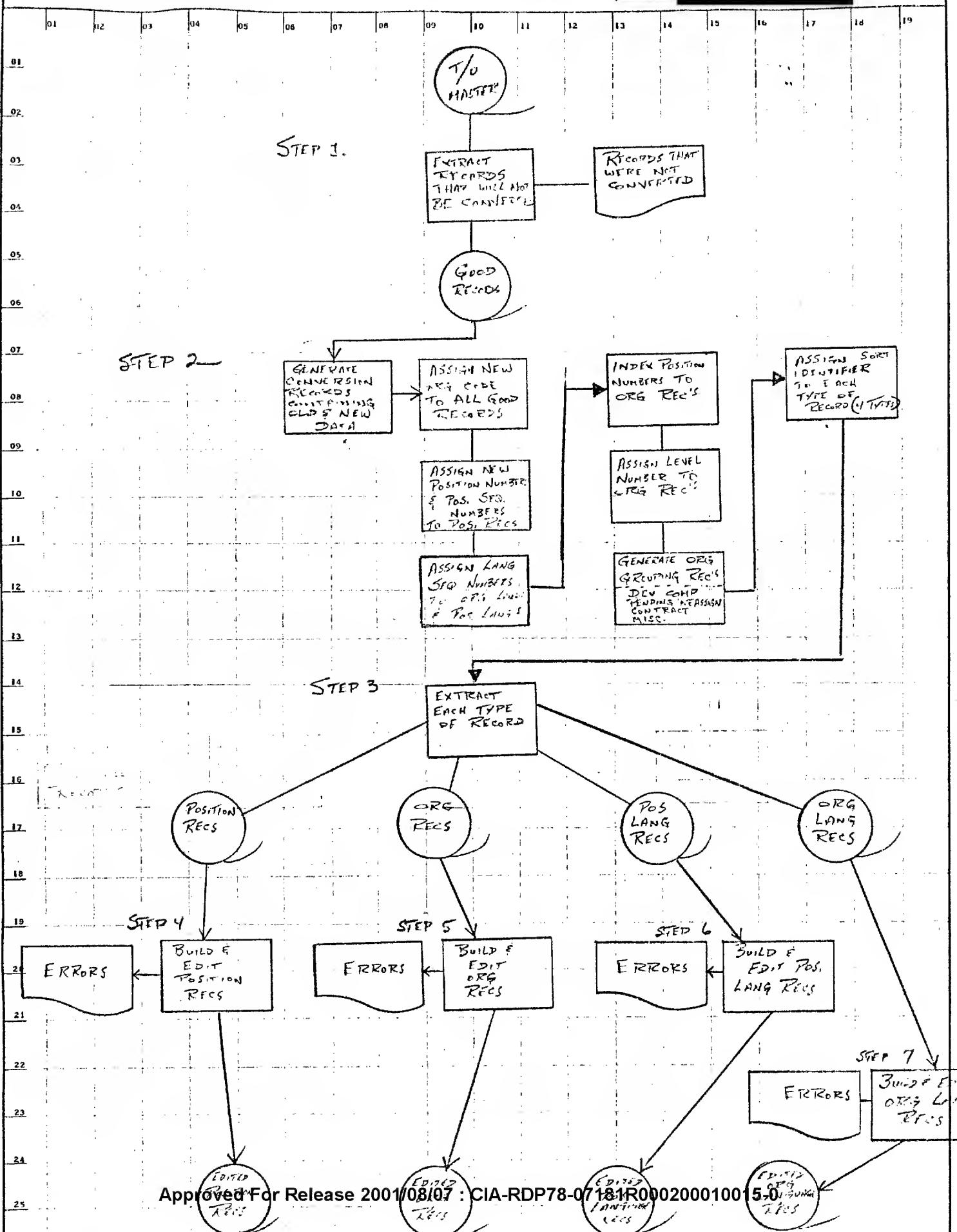


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Procedure CONVERSION #144

Drawn By [REDACTED]

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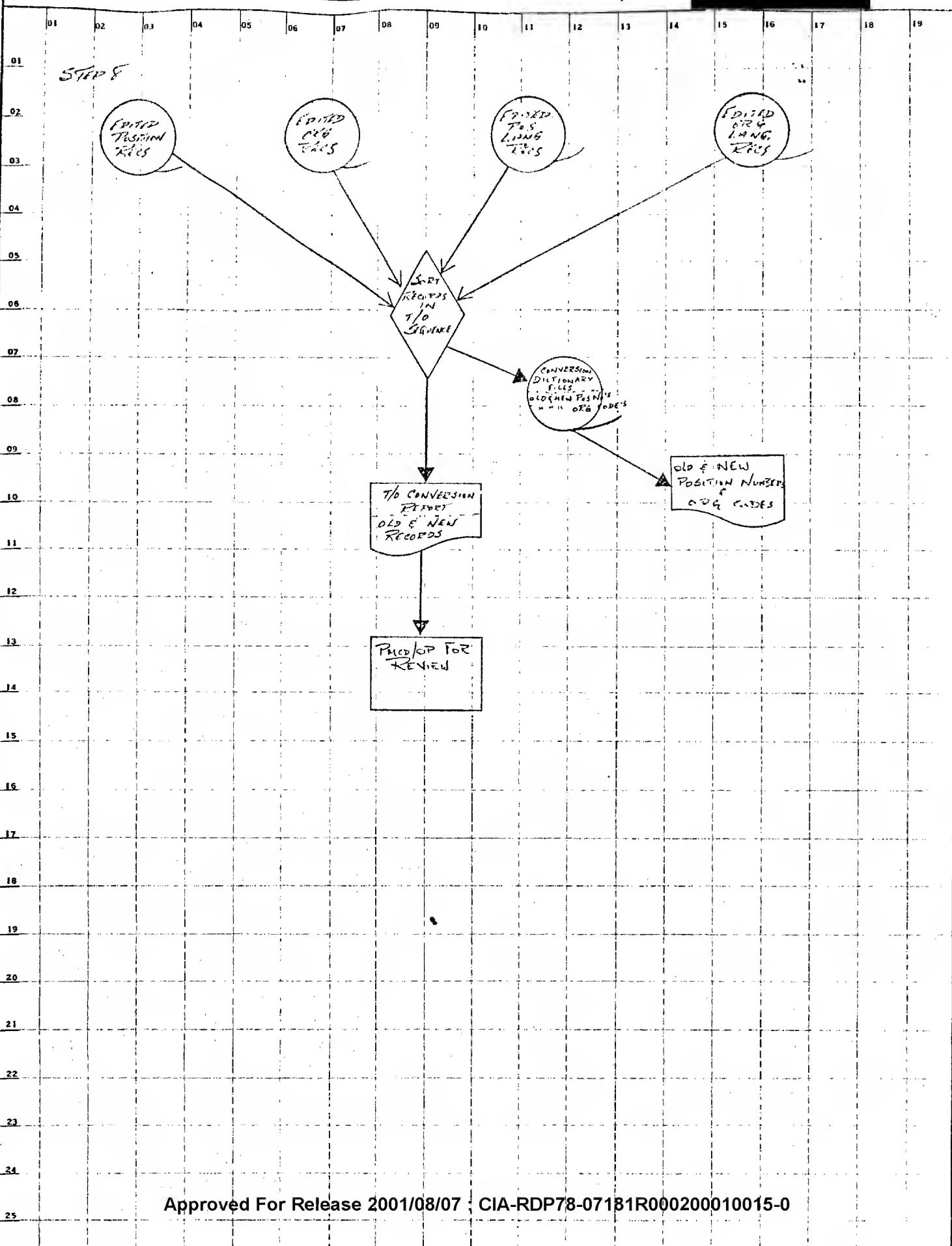
Procedure

Conversion of Org.

Date

of
STATINT

Drawn By



CONVERSION POSITION RECORD

Checks That Have Been By-Passed Are:

1. Validating Military Schedules & The W, L, S, & LB Schedules until these are Added to M&P Dict.
2. The Position Occupational For Military Schedules are Not Validated Against M&P Dict., Therefore, The Subcat & Title are not Retrieved From M&P Dict.
3. Suffix Validation Against M&P By-Passed Until Dictionary is Set-up.

The below errors, together with an error listing identifying all positions with specific errors, were forwarded to [REDACTED] on Sep 72.

STATINTL

CONVERSION POSITION RECORD

Consolidated Error Types

For Run Against 30 June 72 T/O Master with T/O MASTER CONVERSION PROG.

1. Old PINC & 1 OCA Did Not Meet Test Conditions:

<u>PINC</u>	<u>OCA</u>
000	BBB
000	BB*
000	*B1

(57)
(20)
(7)

If # indicates Limited
If * indicates Flexible

(1) code 1st char = # or * - If = * indicates flexibility
(2) left 2 characters = Planned Inaccuracy

2. New Occup Not Validated Agnst M&P:

0393.10
2001.11
6040.02
6170.05
6130.06 ←
6020.02
0132.01
0501.11
0210.01

✓
P1
301 = + + *
BB5

3. Old Location Not Converted From M&P:

29051
70513
7501S ←
53166

NO EDIT

4. Old Grade Not Validated Agnst M&P:

GP 04
GP 05
MC E7
AF 05
AF E9
AF E7
AR E9
AR E6
AR 04
AR E7
AR E3

Courtison No. 94

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4. Old Grade Not Validated Agnst M&P (Cont'd.):

MIL ~~BB~~
GS ~~00~~
NA ~~03~~

5. SLASHGRADE - 1st Grade \rightarrow Second Grade

13/1
07/0
06/0
08/0
14/1

6. SEC Grade of Slash Grade NOT VALTD AGNST D.C.

09/1

7. Occup, Subcat, & Title not checked--new Sched not valid:

MIL

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